



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5050.1
N004

MAY 09 2003

NETC INSTRUCTION 5050.1

Subj: DELEGATION OF AUTHORITY TO APPROVE CONFERENCES INVOLVING
EXPENDITURE OF NAVY TEMPORARY DUTY FUNDS AND ATTENDANCE
AT AND PARTICIPATION IN NON-FEDERALLY SPONSORED MEETINGS
BY NAVY MILITARY PERSONNEL

Ref: (a) OPNAVINST 5050.24F
(b) OPNAVINST 4651.4C
(c) SECNAVINST 4651.8L

1. Purpose. To delegate authority to approve conferences involving expenditure of Navy temporary duty funds and authority to approve attendance at and participation in non-federally sponsored meetings by military personnel.

2. Cancellation. CNETINST 5050.2C

3. Delegation of Authority

a. Conferences

(1) Reference (a) delegated authority to echelon 2 activities to approve conferences sponsored by their commands. Reference (a) further authorized echelon 2 activities to redelegate this authority to subordinate heads of activities.

(2) Echelon 3 commanders and commanding officers within the Naval Education and Training Command (NAVEDTRACOM) are hereby delegated authority to personally approve conferences sponsored by their subordinate activities. This authority may not be further delegated.

(3) Any conference estimated to cost more than \$5000 in either travel and per diem or conference costs must be approved by the first flag officer or civilian of the Senior Executive Service (SES) in the chain of command.

(4) Conference requests will cite cost comparisons and address the considerations in paragraph 5 of reference (a).

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(5) Approving officials should maintain records of conference approvals and provide information to Commander, Naval Education and Training Command (NETC), upon request, for those conferences estimated to cost in excess of \$5000 in travel and per diem costs.

b. Non-Federally Sponsored Seminars, Conferences, and Courses

(1) Reference (b) authorized echelon 2 commanders to approve travel to and attendance at non-federally sponsored meetings per reference (c) and further authorized redelegation to echelon 3 activities. NAVEDTRACOM echelon 3 commanders and commanding officers are hereby designated as approval authorities for this purpose. This authority may not be further delegated.

(2) Military personnel of the NAVEDTRACOM who meet the requirements of reference (c) and desire to attend such meetings and conferences shall complete OPNAV 5050/11 (Request and Approval for Attendance at Meetings) and submit it to the appropriate echelon 3 commander via their commanding officer.

4. Form Availability. OPNAV 5050/11 (6-83) is available at <http://neds.nebt.daps.mil/Directives/forms/5050-11.pdf>.



J. W. TOWNES, III
Vice Commander

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